

ENERGY MANAGEMENT ENGINEER

DISTINGUISHING FEATURES

The fundamental reason the Energy Management Engineer exists is to apply professional energy engineering knowledge and skills to a variety of projects within various City departments. Assignments provide opportunity for the application of independent judgment and initiative in the development of energy-related programs with primary emphasis on electricity and natural gas in the Financial Services Department. This classification is not supervisory. Work is performed under general supervision by the Finance and Energy Manager.

ESSENTIAL FUNCTIONS

Monitor the City's utility budget, utility bills, and billing process.

Analyze utility bills to determine energy usage trends and load profiles.

Coordinate the procurement of City-wide energy.

Serve as a technical resource in all areas of the City.

Monitor the results of energy conservation projects.

Conduct annual energy audits of City facilities.

Evaluate design and cost proposals for energy conservation projects.

Write analytical energy reports.

Prepare energy-related presentations.

Train City personnel regarding energy management goals and procedures.

Develop systems and computer programs.

Develop short- and long-range plans.

Write and submit Federal/State proposals for energy conservation and alternate fuels program grants.

Perform related work as required.

Act as contract administrator for all energy-related contracts including purchasing contracts and franchise fees.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Computers and engineering-related computer programs.

Current deregulation issues.

Ability to:

Communicate effectively verbally and in writing.

Establish and maintain effective working relationships with a variety of personnel including other City employees, engineers, contractors, Mayor and Council members, and news agency representatives and the general public.

Prepare and present effective oral and written reports with clearly organized thoughts using proper sentence construction, grammar, and punctuation.

Comprehend and make inferences from written material and verbal and/or written instructions.

Operate a variety of standard office equipment such as a computer terminal, a variety of computer software, telephone, copy and fax machine requiring continuous and repetitive arm, hand, and eye movement.

Maintain regular and consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's Degree in electrical engineering or mechanical engineering supplemented by registration as a Professional Engineer with a minimum of three years experience in comprehensive energy management or energy engineering work.

FLSA Status: Exempt

HR Ordinance Status: Unclassified